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Transportation

VEHICLE CONTROL PROGRAM

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This instruction assigns responsibilities and establishes procedures to control government vehicles assigned to the 419th Fighter Wing. It implements AFDPO 24-3, *Operation Maintenance and Use of Transportation Vehicles and Equipment*. It also references AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFI 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Maintenance Management*. This instruction is applicable to all personnel assigned to the 419th Fighter Wing.

SUMMARY OF REVISIONS

Added paragraph **1.1**. A “|” indicates revised material since the last edition.

1. Responsibilities. Officer in charge (OIC) or noncommissioned officer in charge (NCOIC) of each squadron, flight or section is responsible to ensure vehicles assigned to any of their shops are properly utilized and controlled as prescribed by applicable directives.

1.1. AF Form 1800, **Operator’s Inspection Guide and Trouble Report (General Purpose Vehicles)**, AF Form 1806, **Operator’s Inspection Guide and Trouble Report (Aircraft Towing, Base Maintenance Deicers, High Reach and Snow Removal)**, and AF Form 1810, **Operator’s Inspection Guide and Trouble Report (463L and Material Handling Equipment (MHE))** inspection and sign off procedures for all wing vehicles are as follows; operators will inspect vehicles and sign off applicable forms prior to usage (once a day) and at least weekly when not used on a daily basis.

2. General.

2.1. **Corrosion Control.** Every vehicle requiring waxing will be waxed at least semi-annually. The suggested months are April and October each year. This will be an inspection item. The wax date will be annotated on the AF Form 1800.

2.2. **Drivers License** . The vehicle control representative will process requests for drivers' licenses at the motor pool every two weeks. An AF Form 171, **Request for Driver's Training and Addition to U.S. Government Driver's License**, with proper certification is required to obtain a license.

2.3. **In-house No-notice Inspections** . All vehicles assigned to the wing are subject to no-notice inspections. Transportation personnel assigned to the logistics support squadron will normally conduct these on unit training assemblies (UTAs).

3. Procedures:

3.1. **Monitors**. Each squadron, flight, or section chief with vehicles assigned will appoint in writing, a monitor for each assigned vehicle. For activities with more than one assigned vehicle, one of the monitors will be appointed as the "lead monitor". Each monitor is responsible for the proper utilization and maintenance of that specific vehicle. The lead monitor must ensure all monitors are properly trained in their duties and accomplish them as required. The lead monitor must also ensure that each vehicle is properly cared for when the assigned monitor is absent.

3.2. **Status Reporting** . When a vehicle becomes nonoperational or is turned in for maintenance, notify the wing vehicle control representative so that the vehicle status board can be updated.

3.3. **Unscheduled Maintenance** . Monitors are responsible for keeping their vehicles maintained. Discrepancies will be properly entered in the vehicle forms and called into vehicle maintenance in a timely manner. Safety discrepancies must be repaired immediately or the vehicle will be parked until repairs are complete. If the vehicle must be turned in, the monitor must coordinate with base vehicle maintenance control, roving mechanic, or towing service as required.

3.4. Scheduled Maintenance .

3.4.1. Wing Vehicle Control Representative:

3.4.1.1. Coordinates with vehicle maintenance and schedules all vehicles that are due servicing and/or annual safety inspections.

3.4.1.2. Notifies the vehicle monitors of the scheduled time and date.

3.4.1.3. It is the vehicle monitors responsibility to ensure the scheduled maintenance is accomplished, to include dropping off and picking up their assigned vehicles. If the vehicle cannot be taken to the maintenance shop at the scheduled time, the vehicle monitor notifies the vehicle control representative to change the appointment.

3.5. Vehicles in for Maintenance .

3.5.1. Wing and unit vehicle control representatives (VCO) monitor the status of vehicles in the shop for maintenance. The wing and unit VCO will contact the customer service center in the vehicle maintenance section on the status of their vehicles in the shop. The wing VCO and/or their designated alternate, will track all vehicles assigned to the wing with the aid of a vehicle status board. The wing VCO and/or their designated alternate will update the board on a as needed basis.

3.5.2. After Vehicles are Released, Vehicle Monitors:

3.5.2.1. Pick up the vehicles without undue delay.

3.5.2.2. Perform a through inspection, checking for damage and to ensure the required maintenance was performed properly. Point out any discrepancies and problems before the vehicle

is accepted. Do not accept a vehicle with problems. Serious problems should be brought to the attention of the VCO immediately.

3.6. **Accidents** . Any and all damage to government vehicles will be reported immediately to the wing safety office and VCO, who is required to investigate the incident for the wing commander. Reports are forwarded through the unit commander and base commander.

3.7. **Abuse/Misuse** . There are many forms of abuse/misuse from improper utilization and/or operation; improper, delayed or lack of maintenance; improper operator care or inspections; unreported damage; or even excessive idling. Every monitor and operator must use utmost care to prevent abuse/misuse.

3.8. **Off-Base Use** . Vehicles will not be taken off-base except where a demonstrated need exists. Drivers ensure they have a spare tire, jack, and an off-base fuel credit card (if needed) before they leave the base. Drivers needing the above listed items can obtain them from the base motor pool dispatcher.

3.9. **Allocation of Vehicles within the Wing**. Wing vehicles are assigned according to unit need and this assignment information is available in the wing transportation office.

3.10. **Modification of Vehicles**. Requests for vehicle modifications must be coordinated through the wing transportation office in writing prior to modification being performed.

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